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Security Information 18 June 1953

MEMORANDUM FOR: Classification and Wage Administration Division
SUBJECT ; Reclassification of BC-18, SR Division

It is requested that SR position BC-18 be reclassified from Secretary Stenographer GS-5, [REDACTED] to Intelligence Assistant, GS-7, and transferred to [REDACTED] Support Branch. The description of the duties involved in this reclassification are as follows:

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Incumbent will be under the direct supervision of the International Communications Desk Officer in the capacity of a junior intelligence research officer.

Incumbent will: receive raw data from field stations and provide for integration into the international communications files; perform research to obtain and analyze information concerning international communications; handle special requests for information which requires the analysis and selection of data; prepare regional analysis; compile special bibliographies to facilitate basic research.

On the basis of knowledge of the scope and content of maintained files is responsible for taking appropriate action to correct existing deficiencies. Will investigate and procure reference materials that will aid the desk.

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[REDACTED]
Chief, SR/Admin

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